



Manager's Report

For Council Meeting 7/23/02

FINANCE

Listed below are the new businesses licensed during this period:

<u>Business Name</u>	<u>Address</u>	<u>Business Type</u>
AWare Marketing & Communication	742 Vanderbilt Ter SE	Marketing
Boerner, Linda J	706 Galloway Dr SE	Consultant
Boodleby's	107 S King St	Retail – Clothing
Books Buddy, The	630 Springhouse Sq SE	Bookkeeping
Dickens Studios	1 E Loudoun St	Retail – Art
Ekster Antiques & Uniques Inc	14 E Loudoun St	Retail - Antiques
Gedo, Christopher N	716 Bonnie Ridge Dr NE	Consulting
Innovative Systems	671 B Constellation Sq SE	Computer Consulting
Keathley, Dell	222 S King St	Artist
KOL (K O Logistics)	711 Shanks Evans Dr NE	Freight Forwarder
Loudoun Learning Inc	525-L E Market St	Retail – Educational
Loudoun Physical Therapy Pilates	1043 Edwards Ferry Rd NE	Physical Therapy
Maxim Healthcare Services Inc	4 Loudoun St SE #rd Fl	Medical Staffing
Professional Medical Billing	424 Ginkgo Ter NE	Medical Billing
Roberts, Nancy Lee	36-5 Ft Evans Rd NE #3	Transcription
SETAG Networks LLC	137 Burnell Pl SE	IT Consulting
Simms & Showers LLP	305 Harrison St SE 3 rd Fl	Legal Services
System Design & Consulting Serv	630 Springhouse Sq SE	Computer Consulting

HUMAN RESOURCES

Pursuant to Section 4-3 of the Town Charter, the following personnel actions have occurred since the last report:

New Hires and Terminations for the Period July 6 through July 19, 2002

New Hires

Susan Swift
Otho Bloom

Position

Director
Telecommunications Technician

Department

Planning Zoning and Development
Police

Resignations

Ted Castel
Lara Vande Walle
Michael Price

Position

Utility Plant Operator
Economic Development Director
Maintenance Worker II

Department

Water Pollution Control Division
Economic Development
Water Pollution Control Division

PLANNING AND ZONING**Current Planning Division Activity****Plans reviewed during the period July 3, 2002 – July 16, 2002**

- 202 Wirt Street (Burnett & Williams) (DP 202-08) Request for P/F Development Plan Authorization, 1st Submission
- Heritage Way Community Center No Adverse Impact Sketch Plan, 5th Submission
- Stratford, Landbay "C" Townhouses Construction Drawings Signature Sets Review, 2nd Submission
- Leesburg Country Club, Section 4, Lot 248 & Section 5, Lot 5B(Chapman Property), Boundry Line Adjustment, 2nd Submission
- Edwards Landing, Phase 2B, Final Plat, Signature Sets
- Star Pontiac GMC Vehicle Storage Area – (DP 1997-08), Final Development Plan, 5th Submission
- Edwards Landing, Phase 2B Construction Drawings, 4th Submission
- Stowers Public Improvements/Route 621 Lillian Stowers (RPA-573) Right of Way Plat, 1st Submission
- Stowers Public Improvements/Route 621 Mary Hope Worley, Trustee (RPA-571) Right of Way Plat, 1st Submission
- Stowers Public Improvements/Route 621 Catherine B. Stowers (RPA-587) Easement Plat, 1st Submission
- Stowers Public Improvements/Route 621 Town of Leesburg (RPA-572) Right of Way Plat, 1st Submission
- Stowers Public Improvements/Route 621 Richmond American Homes of VA, Inc (RPA-570) Right of Way & Easement Plat, 1st Submission
- Stowers Public Improvements/Route 621 Washington-Virginia Traditional Development Sites, Inc (RPA-569) Right of Way & Easement Plat, 1st Submission
- Stowers Recreation Center, Washington-Traditional Development Sites, Inc (RPA-582) Easement Plat, 1st Submission
- Fort Beauregard Commercial Center (DP 89-30) Sketch Plan, 1st Submission
- Stratford Ryland, Parcels A (Recreation Center) & C (Landbay D/Open Space) Easement Plat, 2nd Submission
- Fort Evans Shopping Center, Phase 2 (DP 2001-14) Preliminary Development Plan, 2nd Submission
- Dulles Motor Cars Lots 1 & 2 P/F Development Plan, 1st Submission

Plans accepted for review during the period July 3, 2002 – July 16, 2002

- Stowers, Phase 3, Section 4 Construction Drawings, 1st Submission
- Rehau/Sanitary Sewer Extension (DP 2002-10) P/F Development Plan, 2nd Submission
- Edwards Landing, Phase 2B Construction Drawings, 4th Submission
- Edwards Landing, Phase 2B Final Plat, Signature Sets
- Jerry's Chevrolet @ E Market St (next to CVS) P/F (DP 2002-16) Development Plan, 1st Submission
- Stowers Public Improvements/Route 621 Lillian Stowers (RPA-573) Right of Way Plat, 1st Submission
- Stowers Public Improvements/Route 621 Mary Hope Worley, Trustee (RPA-571) Right of Way Plat, 1st Submission
- Stowers Public Improvements/Route 621 Catherine B. Stowers (RPA-587) Easement Plat, 1st Submission
- Stowers Public Improvements/Route 621 Town of Leesburg (RPA-572) Right of Way Plat, 1st Submission
- Stowers Public Improvements/Route 621 Richmond American Homes of VA, Inc (RPA-570) Right of Way & Easement Plat, 1st Submission
- Stowers Public Improvements/Route 621 Washington-Virginia Traditional Development Sites, Inc (RPA-569) Right of Way & Easement Plat, 1st Submission
- Stowers Recreation Center, Washington-Traditional Development Sites, Inc (RPA-582) Easement Plat, 1st Submission
- Stowers Recreation Center (RPA-560) Final Plat, 1st Submission
- Tavistock Farms Goddard Daycare (DP 2002-18) Requested Expedited Review, 1st Submission
- Tavistock Farms Goddard Daycare (DP 2002-18) P/F Development Plan Authorization, 1st Submission
- Stratford Ryland, Parcels A (Recreation Center) & C (Landbay D/Open Space) Easement Plat, 2nd Submission
- 22 West Market Street Bounder Line Adjustment Sketch Plan, 1st Submission
- Leesburg Station Carwash (DP 2002-22) Sketch Plan, 1st Submission

- Loudoun Times Mirror Addition & Parking (DP 2002-12) Sketch Plan, 2nd Submission
- Nextel Monopole @ Fort Evans Plaza (behind Food Lion) (DP 2002-21) Sketch Plan, 2nd Submission
- 202 Wirt Street (Burnett & Williams) (DP 2002-08) P/F Development Plan, 1st Submission
- Patriot Office Park Preliminary Development Plan, 1st Submission

Comprehensive Planning**Special Exceptions**

SE 2001-07: Tires Plus – Leesburg Park Shopping Center, for a vehicle service facility, south of Edwards Ferry Road, across from Sheetz. The Planning Commission voted to recommend approval at the June 6th Planning Commission meeting. The Town Council public hearing was held on July 9, 2002. The Council is expected to take action on this application at the July 23, 2002 public meeting.

SE 2002-01: 309 Parker Court – For a vehicle sales and repair facility (accessory use). The Planning Commission worksession is scheduled for July 18th and the public hearing is scheduled for August 1st.

SE 2002-02: God's Children Learning Center – Located at 101 Davis Avenue, for a commercial childcare center. The Planning Commission worksession is scheduled for July 18th and the public hearing is scheduled for August 1st.

SE 2002-03: Catocin Circle First Citizens Bank – This application was officially accepted for processing on June 25th. The application is for a bank with 4 drive-thru lanes. The Planning Commission worksession is scheduled for September 5th and the public hearing is tentatively scheduled for September 19th.

Rezoning

Stratford Concept Plan, Proffer Amendment, and Town Plan Amendment: Reactivation of ZM 159 to study and revise the commercial section of the concept plan. A Planning Commission preview was held on April 18th and the Public Hearing was held on May 2, 2002. The Planning Commission held worksessions on May 9th and May 23rd and has scheduled a site visit and worksession for June 17, 2002. The Planning Commission voted to recommend denial on June 20, 2002. A public hearing before the Town Council has not been scheduled.

ASE/Airport Commerce Park – Concept Plan/Proffer Amendment: The applicant is seeking to amend rezoning #ZM-80 to amend the concept development plan and proffer statement to permit the reconfiguration of the internal roadway and lots. A preview before the Planning Commission is scheduled for August 1, 2002 and a public hearing before the Planning Commission has been scheduled for August 15, 2002.

ZONING PERMITS ISSUED 02-876 to 02-946**Zoning Permits Issued Residential**

Kincaid Forest 8 SFA @ \$85,000
Kincaid Forest 3 SFA @ \$126,000
Kincaid Forest 1 SFD @ \$105,000
Edwards Landing 6 SFA @ \$80,000
Edwards Landing 6 SFA @ \$60,000
Potomac Crossing 16 SFA @ \$60,000
Potomac Crossing 7 SFD @ \$105,000
Potomac Station 4 SFD @ \$100,000

Zoning Permits Commercial

241 Fort Evans Road NE Tenant Fit-up \$10,000 Leesburg Outlet
50 Catoctin Circle NE New Office Building \$3,400,000.00
803 Sycolin Rd SE Tenant –Fit up \$20,000
241 Fort Evans Rd NE Unit 1649 \$15,000 Interior Fit up \$15,000

Occupancy Permits Residential

Potomac Crossing	3 SFD
Tavistock Farms	3 SFA
Potomac Station	1 SFD
Kincaid Forest	1 SFD
Edwards Landing	6 SFA

Occupancy Permits Commercial

222 Catoctin Circle SE Suite 100 Loudoun Convention & Visitors Association
312 East Market Street Suite G & H Cloud Nine Day Spa

WATER & SEWER ADMINISTRATION

During this time frame 87 Public Facility Permits were sold totaling \$830,798.00 and 47 work orders for meter sets were processed.

Capital Projects Update

- Cardinal Park Sewer – Contractor has been off the job for the most part of the month of July due to staff vacation and will begin again by the end of July. They have finished work on Dry Mill Road, Queen Street, Washington Street, Tuscarora Drive and a part of King Street. The main sewer line in Cardinal Park Drive has been completed and the contractor will soon begin extension of sewer toward Jerry's Ford.
- Evergreen Mill sewer forcemain project bids have been reviewed. A total of 5 bids were received ranging in price from a low of \$98,700.00 to a high of \$227,960.00. The lowest bid was received from R. L. Rider.
- During this period two plans were reviewed for development within the service area. Also four requests were processed for water and sewer modeling.
- Work continues with creation of Arcview shape files for the entire sanitary sewer system cleaning schedule.
- Staff is preparing for the next phase of the water and sewer system map updates.
- Preliminary report for the tank sitting and low pressure complaints have been received and are under review by staff.
- Randy Shoemaker and Aref Etemadi attended the Chesapeake Section of Water Environment Federation's annual meeting in Maryland.

UTILITY LINES DIVISION

Training:

- Held safety meeting covering Book 6 – First Aid & CPR.
- Performed leak detection in Ashton Downs (in house)

Summary Programs:

- Performed complete maintenance on 27 fire hydrants.
- New connections to town utility system: 29
- Total number of water leak repairs: 3
- Responded to 443 requests to locate utilities (Miss Utility).

TOWN OF LEESBURG

Full-time positions being recruited as of July 19, 2002

Department	# Vacs	Position Title	Date of Vacancy	Ad Placed	Apps Rcvd	Prelim Interview	Final Interview	Offered	Accept
<i>Econ Dev</i>	1	Admin Associate II	3/9/01	√	√	On hold			
	1	Director	7/11/02						
<i>Finance</i>	1	Mgmt/Budget Analyst	4/5/02	√	√	√	√	√	√
<i>Eng & PW</i>	1	Maintenance Worker I	4/4/02	√	√	√	√		
	1	Construction Insp Cap Proj	7/1/02	√	√	√	√		
	1	Senior Engineer	7/1/02						
<i>IT</i>	1	Webmaster	7/1/02	√	√	√			
<i>P&R</i>	1	Fitness Supervisor	7/1/02	√	√				
	1	Asst Fitness Supervisor	7/1/02	√	√				
	1	Asst Pool Supervisor	7/1/02	√	√				
	1	Front Desk Supervisor	7/1/02	√	√				
	2	Custodian	7/1/02	√	√				
<i>P&Z</i>	2	Senior Planner	7/1/02	√	√				
	2	Planner	7/1/02	√	√				
	1	Zoning Inspector	7/1/02	√	√				
<i>Police</i>	2	Police Officer	7/1/02	√	√	√			
<i>Util Admin</i>	1	Senior Engineer	7/1/02						
<i>Util Lines</i>	1	Inspector Supervisor	7/1/02	√	√				
	2	Inspector	7/1/02	√	√				
	1	Equipment Operator	7/1/02	√	√				
	1	Maint Worker II	7/1/02	√	√				
<i>Water</i>	1	Maintenance Worker II	7/1/02	√	√				
<i>Wastewater</i>	1	Maintenance Worker III	7/1/02	√	√	√	√		
	1	Maintenance Worker II	6/13/02	√	√	√	√		
	1	Maintenance Worker II	7/3/02	√	√	√	√		
	1	Operator	7/20/02	√					
	1	Sr Operator	7/1/02	√					
<i>Util Maint</i>	1	Lead Maintenance Mech	7/1/02	√	√				
TOTAL	33								